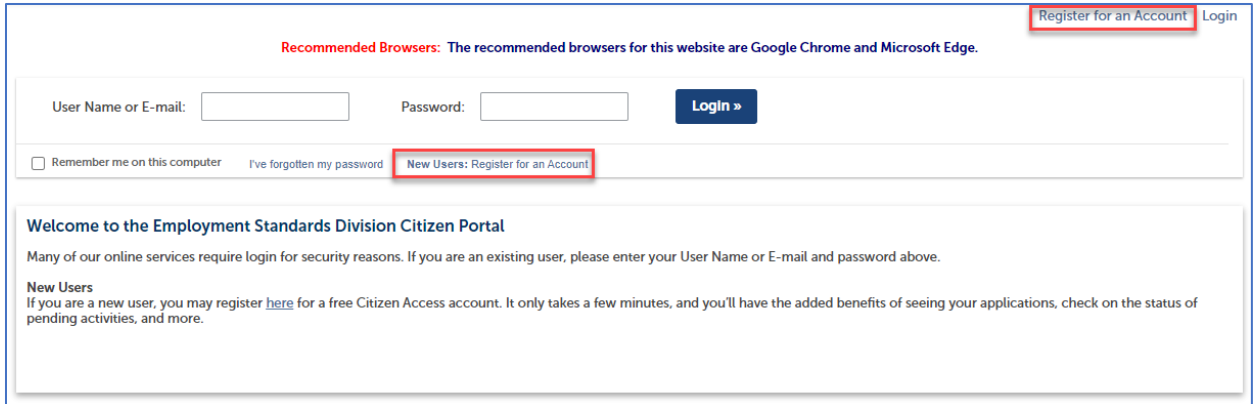


How to Create Your Portal Account

1. Select to “Register for an Account” in the middle of the screen or the upper right-hand corner of the Portal.



Recommended Browsers: The recommended browsers for this website are Google Chrome and Microsoft Edge.

Register for an Account Login

User Name or E-mail: Password: [Login »](#)

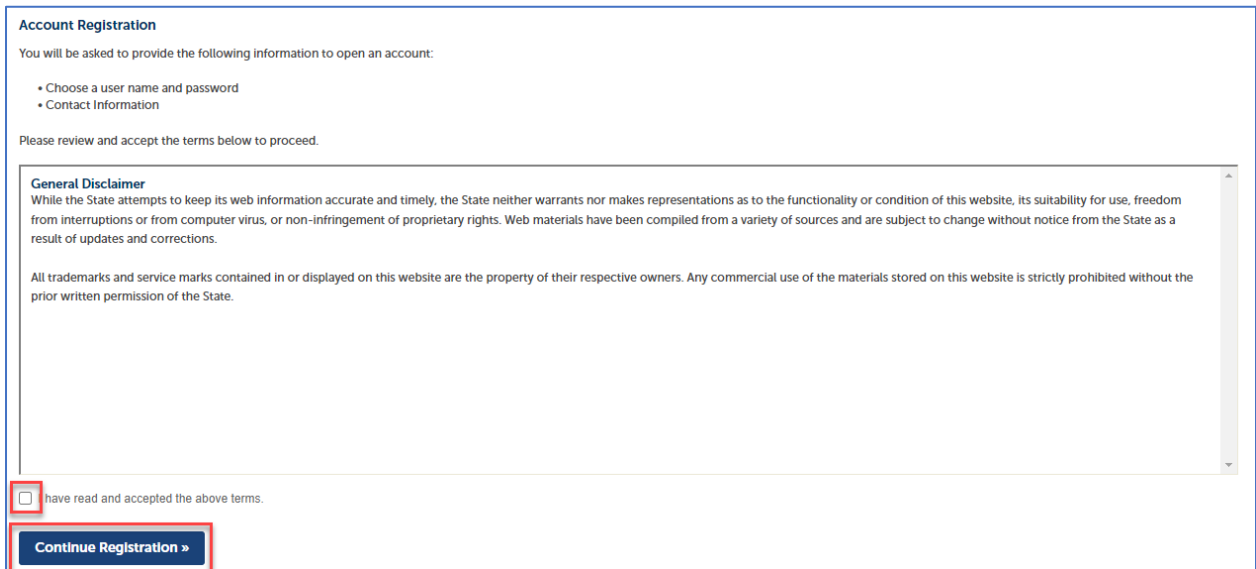
☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Welcome to the Employment Standards Division Citizen Portal

Many of our online services require login for security reasons. If you are an existing user, please enter your User Name or E-mail and password above.

New Users
If you are a new user, you may register [here](#) for a free Citizen Access account. It only takes a few minutes, and you'll have the added benefits of seeing your applications, check on the status of pending activities, and more.

2. In the Account Registration screen, please read the disclaimer, then check the box at the bottom to accept the terms. Then select “Continue Registration”.



Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Contact Information

Please review and accept the terms below to proceed.

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☐ I have read and accepted the above terms.

[Continue Registration »](#)

3. Next please complete your Login information.



Montana Department of LABOR & INDUSTRY

Employment Standards Division

Account Registration Step 2: Enter/Confirm Your Account Information


Login Information

* User Name: 

* E-mail Address:

* Password: 

* Type Password Again:

* Enter Security Question: 

* Answer: 

- Next scroll down and select "Add New" under "Contact Information".

Contact Information

Choose how to fill in your contact information.

Add New

- Next, please select if you are an Individual or Organization in the "Type" dropdown. Then select "Continue". If you do not wish to continue you can select "Discard Changes".



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Select Contact Type ×

*** Type:**

--Select--

Continue

Discard Changes

6. If you chose, "Individual", you will be prompted to complete the following contact information for yourself. When done, select "Continue".

Contact Information ×

*** First Name:** **Middle Name:** *** Last Name:**

*** E-mail:**

Home Phone:
(+)

Business Phone:
(+)

Mobile Phone:
(+)

*** Preferred Method of Contact:**
--Select--

▼ Contact Addresses

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start Date	End Date	Action
No records found.						

Continue

Clear

Discard Changes

7. If you chose, "Organization", you will be prompted to complete the following contact information for yourself. When done, select "Continue".



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Contact Information

* Name of Business:

* E-mail:

Home Phone:

(+)

Business Phone:

(+)

Mobile Phone:

(+)

* Preferred Method of Contact:

--Select--

▼ Contact Addresses

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start Date	End Date	Action
No records found.						

Continue

Clear

Discard Changes

- Next, you will receive a confirmation at the top of your screen confirming “Your account is successfully registered.”
- Important!** You will now receive an email confirmation to the email address you provided in the registration process. Please access your email and click on the link in the email to activate your account. This is an important step that completes that activation of your account. Once this has been completed your Portal account is ready for use.
- If you need to speak with someone during this process, please contact us at (406) 444-6543. You can also email us at DLIERDBP&S@MT.GOV.